

RECORDS RETENTION AND DISPOSAL SCHEDULE

MOTOR VEHICLE ADMINISTRATION, Division of Licensing and Consumer Services, Professional Driving School Section

Item No.	AGENCY Description	DIVISION Retention
1.	<p><u>PROFESSIONAL DRIVING SCHOOLS FILE</u></p> <p>Files are arranged alphabetically by school name and divided into the following categories: (1) Current; (2) Licenses never issued; (3) Closed:</p> <p>(1) <u>Current</u> - Contents include all current and past licensing information, including: school record card (CS-156); license application (CS-59); copies of license (CS-30); list of vehicles and instrutors (CS-153); Maryland inspection certificates; equipment certification; instructor certification; surety bond (CS-72); school owner test(s); Maryland State Police Criminal Check; education requirements; driving records.</p> <p>a. <u>Vehicle Inspection File</u> - Contents include inspection reports, photos and other applicable documents; ie: insurance policy, Maryland inspection certificate, vehicle lease agreement.</p> <p>b. <u>Facility Inspection File</u> - Contents include closed facility inspection reports performed by an investigator. Report contains photos, report Check-off sheet and fire, health and zoning approval.</p> <p>c. <u>Curriculum File</u> - Contents include Professional Driving Schools curriculum, tests and forms used by the schools.</p> <p>d. <u>General Correspondence</u> - Contents include memorandums and correspondence relating to school licensing.</p> <p>(2) <u>Licenses Never Issued</u> - Contents include files of applicants whose licenses were never issued due to various reasons.</p>	<p>Retain in office three (3) years after license is cancelled or not renewed. Then transfer to Records Center for nine (9) years.</p> <p>Maintain until reference value ceases and annually purge and destroy reports over (3) three years old after vehicle deletion.</p> <p>Maintain until reference value ceases and annually purge reports over three (3) years old after facility is closed.</p> <p>Retain in office three (3) years until date school closes and then destroy.</p> <p>Annually purge and destroy all material (except derogatory reports and related memoranda) over three years old.</p> <p>Retain three years than destroy.</p>

5-24-85

[Signature]
DIRECTOR

6/24/85

[Signature]
State Archivist

Date

Signature

Title

Date

State Archivist

Item No.	Description	Retention
	<p>(3) <u>Closed</u> - Contents include all records contained in current files.</p>	<p>Retain license application and surety bonds for (12) twelve years from date of cancellation. Retain all other material for (3) three years from date of cancellation (except derogatory reports and related memoranda) or until reference value ceases, then destroy.</p>
<p>2.</p>	<p><u>PROFESSIONAL DRIVING INSTRUCTORS</u></p> <p>Files are arranged alphabetically by instructors name and divided into the following categories: (1) Current; (2) Terminated; (3) Historical; (4) Never Licensed/Refused:</p> <p>(1) <u>Current</u> - Contents include application (CS-60); copy of license and I.D. card (CS-34 and CS-191 Permanent), (CS-33 and CS-162 Probationary); physical examination (DL-122); certified copy of driving record(s); instructor record card (CS-155) Maryland Criminal Check; stipulations, law test; educational requirements, general correspondence and memorandums.</p> <p>(2) <u>Terminated</u> - Contents include all records as in the current file, in addition to termination notice, license and I.D. card, for those instructors who have been cancelled.</p> <p>(3) <u>Historical</u> - File is maintained alphabetically by instructors name and is filed by instructors record card on which licensing history has been recorded after purging.</p> <p>(4) <u>Never Licensed/Refused</u> - Contents include instructors files and applicants who have been refused, cancelled, suspended or revoked.</p>	<p>Annually purge contents which are more than (7) seven years old after recording information on instructors records cards unless derogatory.</p> <p>Annually purge and destroy material (except derogatory reports and related memoranda) after (3) three years from termination, expiration or cancellation, after all licensing information has been logged on instructor's record card.</p> <p>Maintain until reference value ceases.</p> <p>Retain for (3) three years then destroy.</p>

Fig. 9A

Item No.	Description	Retention
3.	<p><u>STUDENT ENROLLMENTS</u></p> <p>Files are arranged alphabetically by student name, broken down by school, and are divided into the following categories: (1) Current; (2) Deletions; (3) Board of Education Pending; (4) Enrollment Transmittal listing:</p> <p>(1) <u>Current</u>-- Contents include enrollment applications for all students currently enrolled in a Professional Driving School.</p> <p>(2) <u>Deletions</u> - File is maintained by soundex and includes student enrollments for students who have been deleted from the system for various reasons.</p> <p>(3) <u>Board of Education Pending</u> - Contents include students for whom reimbursement has been paid to the Maryland State Department of Education, awaiting a release letter or Professional Driving School completion.</p> <p>(4) <u>Student Enrollment Transmittals</u> - Contents include transmittal listings for students submitted for registration with a Professional Driving School.</p>	<p>Maintain until students complete the course and are claimed for reimbursement or drop out and are deleted and audit has been performed.</p> <p>Annually purge and destroy records over (3) three years old.</p> <p>Retain until reference value ceases at least (3) three years.</p> <p>Annually purge and destroy records over (3) three years old and audit has been performed.</p>
4.	<p><u>CLOSED REIMBURSEMENTS AND ENROLLMENTS</u></p> <p>Files are arranged alphabetically by student and are broken down by school, filed by month of completion. They are broken down into the following categories: (1) Enrollments; (2) Reimbursements; (3) Reimbursement Transmittal Listing/Return Letter:</p> <p>(1) <u>Enrollments</u> - Contents include student enrollments for those students for whom reimbursement has been paid.</p> <p>(2) <u>Reimbursements</u> - Contents include completion for students given 30 hours classroom and 6 hours behind-the-wheel instruction, for which reimbursement has been paid.</p> <p>(3) <u>Reimbursement Transmittal Listing/Return Letter</u> - Contents include alphabetical listings of students submitted for reimbursement and return letters of problems that could not be processed.</p>	<p>Maintain in office five (5) years, send to Records Management Center for five (5) years, then destroy.</p> <p>Maintain in office five (5) years, purge and audit; then send to Records Management Center for five (5) additional years, then destroy.</p>

Item No.	Description	Retention
5.	<p><u>DRIVER EDUCATION CERTIFICATE/TRANSMITTALS</u></p> <p>Driver Education Certificates are issued to each licensee, who in turn issues one per student who satisfactorily completes the course. There is one copy of which is retained in file for payment of reimbursement for that student. Driver Education Certificate Transmittal listing reflects the name of student, issue date and grade.</p>	<p>Annually purge and destroy records over (3) three years from date of completion.</p>
6.	<p><u>DATA PROCESSING PRINTOUTS</u></p> <p>Printouts are maintained by month and year and are divided up into the following categories: (1) Enrollment Printouts; (2) Reimbursement Printout:</p> <p>(1) <u>Enrollment Printouts</u> - Reduced copies of registration runs and edit listings which include names of students enrolled in a Professional Driving School and edit errors not accepted by data processing.</p> <p>(2) <u>Reimbursement Printouts</u> - Reduced copies of reimbursement runs and edit listings reflecting the names of students for whom reimbursement has been paid and a listing of edit errors not accepted by data processing.</p>	<p>Annually purge and destroy material over (5) five years old and audit has been performed.</p> <p>Maintain in office five (5) years, then purge and send to Records Management Center for additional five (5) years, then destroy.</p>
7.	<p><u>CASHIER & VALIDATION RECORD</u></p> <p>Records are maintained by the month processed. They are broken down into the following groups: (1) Daily Cashier Packets; (2) Title Service Lists and copies of applications:</p> <p>(1) <u>Daily Cashier Packets</u> - Contents include cashier receipt, validation tape, Deposit Slip (FS-12), Cashier Assignment Sheet (FS-91), Cashiers Reconciliation (FS-107), Daily Deposit, Work and Voids (CS-111), copies of Duplicate Driver Education Certificates issued.</p> <p>(2) <u>Title Service Lists and Copies of Applications</u> - Contents include list of license numbers issued to title services, a copy of the application and license memorandums of requisitioning and destruction of licenses.</p>	<p>Annually purge and destroy material over (3) three years old which have been audited.</p> <p>Annually purge and destroy material over (3) three years old.</p>

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8.	<p><u>VOIDED LICENSES AND CERTIFICATES</u></p> <p>File includes copies of voided licenses and certificates that could not be issued inasmuch as an error was made on them. Original void is sent to Accounting with daily cashier work.</p>	<p>Annual purge and destroy all copies which have been audited.</p>
9.	<p><u>TRAF 280 INFORMATION</u></p> <p>File includes catalogs of courses offered at University of Maryland and Towson State University.</p>	<p>Annually purge and destroy material over (3) three years old. Retain until reference value ceases.</p>
10.	<p><u>LOG BOOKS</u></p> <p>Various types of log books are maintained as a record of issued information. Different type of log books are: Professional Driving Instructor Tests, Criminal Checks, Termination, Professional Driving Instructor Licenses issued, instructor testing schedule, duplicate driver education certificates issued, student enrollment bates #'s, mail log, driver education certificates.</p> <p><u>INDEX CARD FILES</u></p> <p>Various type of index card files are maintained and are broken down as follows: (1) instructor by school; (2) vehicle file; (3) monthly activity report:</p> <p>(1) <u>Instructor by School</u> - Cards maintained alphabetically by school name for easy reference to the number of and names of instructors employed by a Professional Driving School.</p> <p>(2) <u>Vehicle File</u> - A card is maintained on each driver training vehicle owned by the school and is filed under the school name. Information reflected on the card is the vehicle information, name of the school and dates of physical and Maryland inspection.</p> <p>(3) <u>Monthly Activity Report</u> - Statistics are recorded on a monthly activity report from these cards showing daily activity of the licensing, etc. of the section.</p>	<p>Annually purge and destroy all material over (3) three years old, or retain until reference value ceases.</p> <p>Annually purge at renewal or upon expiration of instructors license.</p> <p>Cards remain on file until notification of deletion or replacement of vehicle is received from the Professional Driving School, or vehicle is more than (6) six model years old.</p> <p>Purge material over (12) twelve months old.</p>

Fig. 9A

Item No.	Description	Retention
12.	<u>MONTHLY ACTIVITY REPORTS</u>	
	File is maintained by fiscal year and contains Professional Driving School statistics of monthly activity.	Retain (5) five years or until reference value ceases.
13.	<u>AUDIT REPORT FILE</u>	
	File contains quarterly audit reports of the driver education reimbursement program and research to verify completion of students submitted under this program.	Retain (12) twelve years or until reference value ceases
14.	<u>ADMINISTRATIVE CORRESPONDENCE FILE</u>	
	File contains memorandums sent and received and correspondence relating to the operation of the section or division.	Annually purge and destroy material over (3) three years old.
15.	<u>TOPIC FILE</u>	
	File contains topic of information and interest regarding the division.	Retain and destroy after (3) three years or until reference value ceases.
16.	<u>TIME SHEETS</u>	
	File contains copies of employee time sheets and leave requests.	Retain for (1) one year, or until annual efficiency ratings are done, then destroy.
17.	<u>DUPLICATE DRIVER EDUCATION CERTIFICATE CORRESPONDENCE</u>	
	Contents include mail correspondence and copies of duplicate driver education certificates issued.	Annually purge and destroy material over (3) three years old.
18.	<u>PDS/BOE MASTER SCHOOL LISTING</u>	
	File is maintained in chronological order in the form of reduced data processing runs listing all public and private schools entered on the system.	Purge and destroy all material over (3) three years old, or until reference value ceases.

Fig. 9A

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19.	<u>TITLE SERVICE FILES</u>	
	Files are arranged alphabetically by title service name and divided into the following categories: (1) Current; (2) Closed; (3) Licenses Never Issued:	Annually purge and destroy Title Service bonds and applications which are more than twelve (12) years old from bond cancellation date or license expiration, whichever is earlier. Destroy remaining material (except derogatory reports and related memoranda) which is more than three (3) years old.
	(1) <u>Current</u> - Contents include all current and past licensing information such as: license application (CS-54); surety bond (CS-71); investigative reports, general correspondence, memorandums and photographs of agents.	
	(2) <u>Closed</u> - Contents include all records contained in the active files.	Annually purge and destroy Title Service bonds and application which are more than twelve (12) years old from bond cancellation date or license expiration, whichever is earlier. Destroy remaining material (except derogatory reports and related memoranda) which is more than three (3) years old.
	(3) <u>Licenses Never Issued</u> - Contents may include a portion or all of the same material contained in the current file. These are files of applicants who never received a license.	Maintain applications and surety bonds for (12) twelve years, then destroy. Retain all other material (except derogatory reports and related memoranda) which is more than (3) three years old.
20.	<u>GENERAL CORRESPONDENCE AND TOPIC FILE (TITLE SERVICES)</u>	
	Contents include general correspondence memoranda received and sent, reports, standard operating procedures, etc. pertaining to the licensing of title service agents.	Maintain until reference value ceases.